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STATE OF MONTANA MADISON COUNTY
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FAIR BOARD SPECIAL MEETING MINUTES August 29, 2016

The meeting was held at the Madison County Fairgrounds, Twin Bridges, Montana, on August 29, 2016, and came to order at 6:22 p.m. Those present were: Dana Escott, Randy Lowder, Nick Novich, Chad Armstrong, Tom Leo, Bill Holden, Bob Lancaster, Ann Gornick, Teri Larsen and Dan Allhands. Dana Escott took minutes.

Public Input on Agenda and/or Non Agenda Items: None.

DISCUSSION and/or ACTION ITEMS

1. **Human Resources:**

- a. **Fair Manager Job Description:** The Board reviewed Dana's current job description and also the new "proposed" job description from MACO. Tom commented on the work "determine" is an open ended term. Some of the jobs and/or tasks may take eight hours to complete when others think it only takes two hours to complete a task. The job descriptions both state that the Fair Manager is to manage the facility in a neat and orderly fashion and do what it takes to set up and take down events. Part of the year Dana has no employees so it requires her time to take care of other tasks outside. The Fair Manager job description is a large description and there is not enough hours allowed to do everything it takes do the tasks required.
- b. **Yearly Planning Calendar:** The Board reviewed the planning calendar and advised it was a work in progress and it keeps growing with the use of the facility.
- c. **Fair Manager Hours:** Nick advised he attended a meeting with Dana and Randy this morning with Commissioner Schulz and Bonnie (Human Resources) and Dana's hours were discussed and with the amount of events going on at the fairgrounds, he doesn't see how you can specify hours to work. Years ago there was not much going on and now there is so much of the facility being used along with the events in the buildings that it requires full time status. Randy advised that Commissioner Schulz advised that the Fair Manager position shouldn't have been an exempt position so there are some hours which need to be paid for to Dana for the last two years. Dan commented that there has been a lot of good work done on the fairgrounds in the past few years and the grounds look great and how can people from outside judge how many hours it takes to run the fairgrounds when they don't know what it takes. Randy advised that out of the meeting came the fact that the Commissioners are the employer. Tom advised he is hoping to have a commissioner meeting with all of the Board present to help with the rules and help understand what Fair board can actually do. Bill advised that the fairgrounds has generated a lot of money over the last several years and the arena signs alone this year brought in approximately \$20,000. He also reiterated that volunteers are great, but someone has to be at the top of the list who is in charge to take care of things and direct volunteers. Volunteers can't be responsible for the events and all the paperwork and money that goes along with the events. Volunteers are not as willing anymore to be available for lots of things because they work, or they have other things

going. Some volunteers have specific things they will volunteer for and not too many want to volunteer to do Dana's job or the cleanup after events, etc. Volunteers want to help in certain areas, not be ordered what they have to do when they want to help in the arena, etc. The Board discussed setting a meeting with the commissioners and discussing what their goal is to run fairgrounds and activities at the fairgrounds. Further discussion was that if the fairgrounds are closed to minimal times and events, the public and the community will be upset because all the events are bringing a lot of money to the businesses in the surrounding communities. Chad commented that the Fair Manager position is an agricultural job. Tom asked about the weed coordinator and if that position is full time or not and how many full time employees do they have with them being seasonal as well? Those positions have slow times and are no more important than the Fairgrounds positions.

Randy will coordinate a meeting with the commissioners and the Fair Board.

Nick left meeting at 7:20.

Meeting adjourned at 8:00 pm. Next meeting, September 15, 2016, at 7:00 pm. Minutes typed and prepared by Dana Escott.

 9/15/16
Approved: Fair Board Chairperson Date
And/or Vice Chairperson